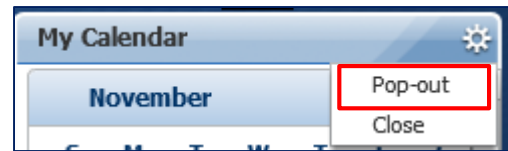



Time Off Request - Employees

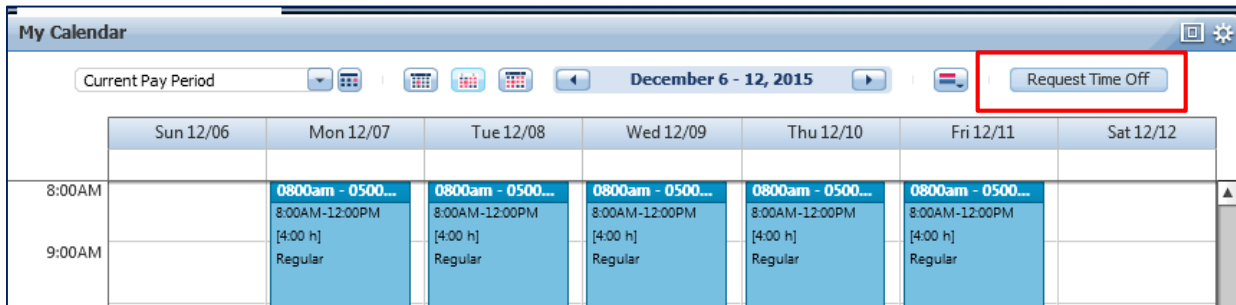
Submitting a Time Off Request

- 1 Click the gear icon on the **My Calendar** widget and select **Pop-out**.



- 2 Select the desired Time Period from the drop-down or the Range of Date icon .

- 3 Select the **Request Time Off** button.



- 4 The **Request Time Off** pane displays. Enter the desired **Start date** and **End date** fields.

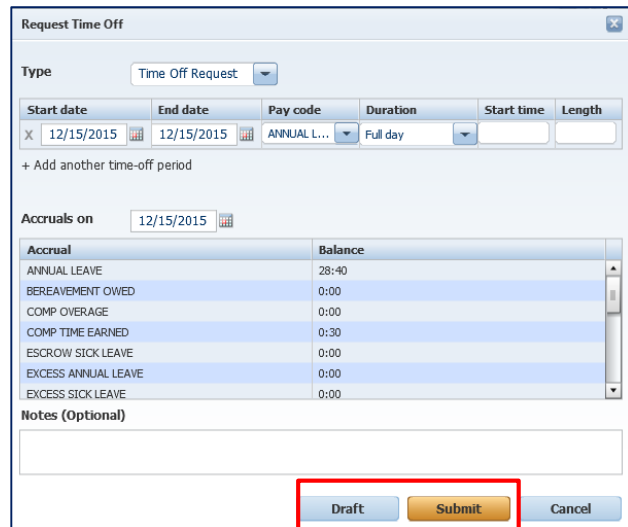
Note: Accrual balances display as of the **Start Date**.

- 5 Select the desired **Pay code** from the drop-down.

- 6 Select the **Duration**. If **Hours** is selected from the **Duration** list, the **Start Time** and **Length** fields are required. (i.e. Start Time: 3p Hours: 2).

NOTE: Requests submitted in **Hours** must be in 15 minute increments. The Start Time must also be in increments of 15 minutes.

- 7 When fields are complete, select **Draft** to save or **Submit** to submit request to your manager. The **Notes** field is optional.



Request Time Off

Type: Time Off Request

Start date	End date	Pay code	Duration	Start time	Length
X 12/15/2015	12/15/2015	ANNUAL L...	Full day		

+ Add another time-off period

Accruals on: 12/15/2015

Accrual	Balance
ANNUAL LEAVE	28:40
BEREAVEMENT OWED	0:00
COMP OVERTIME	0:00
COMP TIME EARNED	0:30
ESCROW SICK LEAVE	0:00
EXCESS ANNUAL LEAVE	0:00
EXCESS SICK LEAVE	0:00

Notes (Optional)

Draft **Submit** Cancel

A confirmation message will be sent to the employee, once the manager approves the request. Messages may be viewed from **Related Items>My Inbox** or from the employee's Agency email account, if applicable.

Current requests will display in the calendar.

Cancel a Time Off Request

- 1 Click the time off request in the calendar.

- 2 Select the **Available Action**.

- **Retract Request** – A request submitted but not approved may be retracted.
- **Cancel Request** – A request submitted and approved by manager may be cancelled. Manager must approve cancellation.

- 3 Select the **Submit** button.